

Logging Activity

TAB G

The man-hours shown include the time expended in the logging of all administrative and substantive material which is logged for division control purposes. Procedures exist for the logging of Top Secret, Restricted Data and office action mail controlled through the use of Form 35-1. Evaluations are logged in all divisions and a record kept of their deadline date. Correspondence received from the Scientific Detachment is usually logged in. As no guide is available for the balance of the material entering the divisions, personnel handling material arbitrarily decide which material will be logged and controlled. The clerical man-hours expended by the Operations and Intelligence Production Staff on logging were not used in the computations shown in Tab M due to the high proportion of logging for control purposes. Similarly, this activity is excluded in the Nuclear Energy Division due to additional logging of AEC Restricted Data. The revised ratio of the remaining divisions is 1:121.

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